



NURSE INSTRUCTOR
Examination Announcement
VETERANS HOME OF CALIFORNIA-BARSTOW
SUB-DIVISIONAL OPEN SPOT EXAMINATION FOR THE FOLLOWING LOCATION: BARSTOW
FINAL FILING DATE: CONTINUOUS TESTING AND FILING

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER	Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation
SALARY RANGE	\$6,914.00 - \$8,404.00
HOW TO APPLY:	<p>The testing office will accept Examination Applications (STD. Form 678) continuously and will notify and test applicants on an as needed basis. Eligible lists will be merged.</p> <p>Applicants may apply electronically by accessing the online exam bulletin for this recruitment at http://www.jobs.ca.gov. Applicants may also apply via the U.S. Postal Service or hand deliver the application to the Testing Department at the address listed below.</p> <p>California Department of Veterans Affairs Attn: Vicki Jukich 1227 O Street Room 404 Sacramento, California 95814</p> <p>Submit applications only to address indicated above. Do not submit to the State Personnel Board.</p> <p>NOTE: Only applications with original signature will be accepted. Facsimiles (FAX) or emailed applications will not be accepted under any circumstance.</p>
EXAM LOCATION	It is anticipated that exam interviews will be held in Barstow.
APPLICATION REQUIREMENTS	<p>All applicants must meet the education and/or experience requirements for this examination at the time they file their application.</p> <p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have <u>read</u>, <u>understood</u>, and possess the basic qualifications required.</p> <p>NOTE: All applications/resumes must include: “to” and “from” date (month/day/year); time base; and class title. College course information must include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information may be rejected.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, etc. For example, applicants possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>
MINIMUM QUALIFICATIONS	<p>Possession of the legal requirements to practice as a professional nurse in California as determined by the California Board of Registered Nurses. (Applicants who are in the process of securing approval of their qualifications by the Board of Registered Nurses will be admitted to the examination, but they must possess all legal requirements as determined by the Board before they will be eligible for appointments.)</p> <p><u>And</u> Either I</p> <p>Possession of a valid California standard designated subjects teaching credential with specialization in vocational trade and technical teaching or equivalent credential. (Applicants who do not possess the required credential may take the examination, but before appointment must have on file with the State Department of Education an application to secure the credential and must secure the credential within 90 working days after appointment. After issuance, the credential must be maintained by completion of any examinations and course work required.)</p> <p>Or II</p> <p>Two years of experience as a registered nurse in teaching nursing, one year of which must have been in teaching psychiatric nursing in one or a combination of the following settings:</p> <ol style="list-style-type: none">1. In a California state hospital under the direction of a Psychiatric Nursing Education Director. <u>Or</u>2. In a State hospital or any other state of the United States under the direction of a Nursing Education Director who holds similar qualifications to those employed in California's state hospitals. <u>Or</u>3. In the California State Veterans Home and Medical Center under the direction of a Nursing Education Director, Veterans Home and Medical Center. <u>Or</u>4. In a school of professional nursing in any state of the United States which is accredited by a state board. <u>Or</u>5. In a California Department of Corrections institution under the direction of a Chief Medical Officer, Correctional Facility, or designee.



THE POSITION	Under general direction, in the Veterans Home and Medical Center, to teach nursing; sympathetic understanding of patients; emotional stability; patience, tact, and alertness.
EXAMINATION PLAN	<p>This examination will consist of a qualification appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of a 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the interview.</p> <p>Qualifications Appraisal – Weighted 100%</p> <p>If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.</p>
KNOWLEDGE AND ABILITIES	<p>Scope of the Examination:</p> <p>A. Knowledge:</p> <ol style="list-style-type: none">1. Advanced knowledge of general and psychiatric nursing principles and techniques in order to plan, organize, and conduct educational courses in general and psychiatric nursing and related subjects2. Advanced knowledge of medical and psychiatric terminology in order to effectively provide instruction and clearly communicate principles, methods, and techniques involved in general and psychiatric nursing and related subjects3. Intermediate knowledge of instructional and educational methods and techniques utilized for adults in order to plan, organize, and conduct educational courses in general and psychiatric nursing and related subjects4. General knowledge of current literature and new developments in the nursing field5. General knowledge of state laws and regulations governing nursing education and the registry of professional nurses6. General knowledge of training tools and equipment to assist in the planning, organizing, and conducting of educational courses in general and psychiatric nursing and related subjects7. Intermediate knowledge of computer programs (e.g., , Microsoft Power Point, Word, Internet resources, Outlook, etc.) in order to perform preparatory research, assemble course material and carry out other job-related duties <p>B. Ability:</p> <ol style="list-style-type: none">1. Ability to apply the principles, methods, and techniques involved in conducting training courses in general and psychiatric nursing and related subjects2. Ability to supervise on-the-job training of students in order to ensure effective instruction3. Ability to evaluate the progress of students in order to assess additional training needs, objectives, goals, and enhance student learning4. Ability to communicate effectively in order to exchange and/or provide information, and establish and maintain cooperative working relationships5. Ability to keep records and prepare student evaluations and basic reports in order to effectively document information6. Ability to demonstrate competency skills of all levels of nursing staff7. Ability to perform Nurse Instructor duties as assigned, including the transport and set-up of training materials and equipment, etc.8. Ability to utilize computer programs (e.g., Microsoft Power Point, Word, database programs, email, web based applications and resources, etc.) in order to perform preparatory research, assemble course material and carry out other job-related duties9. Ability to learn new software programs that will assist in the performance of job-related duties
ELIGIBLE LIST INFORMATION	Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires after 12 months unless the needs of the services and conditions of the list warrant a change in period. The resulting eligible list will be used to fill vacancies at the Veterans Homes of Barstow.

SEE FOLLOWING PAGE (PAGE 3) FOR ADDITIONAL INFORMATION



SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application”. You will be contacted to make special arrangements.

VETERANS PREFERENCE POINTS / CAREER CREDITS Veterans’ Preference credits will be added to the final score of all competitors who are successful in these examinations and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996. **VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact **Human Resources in Sacramento, California, (916) 653-2535**, three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact **Human Resources in Sacramento, California, (916) 653-2535**, three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis. **NOTE: For peace officer classifications please refer to the testing department for special requirements.**

Veterans’ Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans’ Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans’ Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. **In Open (only) entrance examinations, Veterans’ Preference Points** are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. **In Open, Non-Promotional entrance examinations, Veterans’ Preference Points** are granted as follows: 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans’ Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans’ Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans’ Preference Points are on the Veterans’ Preference Application (STD. Form 1093) which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

Felony Disqualification: You are disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. **(916) 653-1966**

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS